Copy # 2
Chairman
Please inspect: Letter to be sent on May 23rd. Should produce necessary action--but I don't want to alianate him.

May 23, 1961

Mr. Edward D. Cohen
Congress Printers, Inc.
260 Congress Avenue
New Haven, Connecticut

Dear Mr. Cohen:

With the passage of a month since I accepted your quotation on the printing of WYBC's Program Guide, I have yet to hear from your office. Since our first issue will be ready by the end of this school year (around June 3), it is necessary that we negotiate a contract and establish deadlines.

Realizing that this lack of communication between us has undoubtably occurred due to a mix-up at some stage, I know that we will be able to complete this transaction to the satisfaction of us both.

Sincerely,

Peter C. Lewis
Public Relations Director

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Chairman

Please find attached Letter to be sent on May 25rd. Should produce necessary action--but I don't want to alienate him.